

**Prepare and Distribute NGB Form 22 (National Guard Report of Separation and Record of Service) Process:
Preparation of separation documents for every Soldier being separated from the ARNG or released from the custody and control of the military**

Description

Every Soldier being separated from the ARNG or released from the custody and control of the military will have an NGB Form 22 prepared and distributed. This does not pertain to Soldiers being discharged for the purpose of immediate reenlistment, executing an interstate transfer or if the Soldier dies. This process provides details on preparing and distributing NGB Form 22. This process is applicable to the Human Resource Professional responsible for Unit administration.

Regulations and Supporting Resources

[AR 600-8-105, Military Orders](#)

[AR 635-5, Separation Document](#)

[NGR 600-200, Enlisted Personnel Management](#)

[NGR 635-100, Termination of Appointment and Withdrawal of Federal Recognition](#)

Documents and Forms

[DA Form 2-1, Personnel Qualification Record](#)

DA Form 4037, Officer Record Brief

DD Form 214, Certification of Release or Discharge From Active Duty

DD Form 215, Correction to DD Form 214, Certificate of Release or Discharge From Active Duty

Enlisted Record Brief (ERB)

[NGB Form 22, National Guard Report of Separation and Record of Service](#)

[NGB Form 22A, Correction to NGB Form 22](#)

Related Processes

Prepare and Distribute DD Form 214 (Certificate of Release or Discharge From Active Duty) Process

Processing Documents in iPERMS Process

Systems

[Interactive Personnel Electronic Records Management System \(iPERMS\) Website – Login](#)

MILPO Orders System – Login

Retirement Points Accounting Management (RPAM) – Login

Standard Installation and Division Personnel System (SIDPERS) – Login

[Transition Point Processing System \(TRANSPROC\) Website – Login](#)

Points of Contact

Division: Personnel Division (ARNG-HRP)

Email: retsvcs@ng.army.mil

29 MAR12